

**MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: October 5, 2010

SUBJECT: Approve the Award of Competitive Bid No. 9979 to Baker & Taylor and Ingram Library Services for Library Materials in the Maximum Aggregate Amount of \$412,000.00

ACTION REQUESTED

Approve the award of competitive Bid No. 9979 to Baker & Taylor of Atlanta, GA and Ingram Library Services of St. Louis, MO for library materials in the maximum aggregate amount of \$412,000.00, and authorize the Purchasing Manager to sign the resulting blanket purchase orders (BPOs) and transfer funds between them as needed.

BACKGROUND

The County Library requires annual contracts for the purchase of library materials. Invitation for Bids (IFB) No. 9979 was issued in E-Bid and emailed to fifty-five (55) vendors. The IFB was also posted on Procurement's website. A total of twelve (12) bids were received.

To determine the most responsive and responsible bidder, points were awarded based on bidders' discounts, size of inventory, cost of additional processing services, delivery time, and references. Baker & Taylor's bid earned the highest number of points. Ingram Library Services ranked second. The complete bid evaluation is on file with the Clerk of the Board.

FISCAL IMPACT

The County Library requested that the award be split between the top two vendors. The Library will minimize cost by placing each order with the lowest priced vendor for that specific order. The department has requested that BPOs be awarded for the period of October 1, 2010 through September 30, 2011 as follows:

Baker & Taylor of Atlanta, GA	\$312,000.00
Ingram Library Services, St Louis, MO	\$100,000.00

Because the Library will order competitively, actual usage of each blanket purchase order is difficult to forecast. Therefore staff requests authority for the Purchasing Manager to transfer funds between the two BPOs as necessary. The department has budgeted appropriately for these expenditures. The Library's Fiscal Impact Statement is attached.

Attachment: Fiscal Impact Statement

cc: Mark Parker, Director of Library Services

Fiscal Impact Statement

TO: Honorable Board of Supervisors

FROM: Mark R. Parker, Director of Library Services

DATE: September 17, 2010

SUBJECT: **Fiscal Impact Statement :**
BPO request for Ingram and Baker and Taylor for purchase of library materials for the period 10/1/10 – 9/30/2011

Funding is available for these BPOs within the department budget. \$257,000 has been budgeted in Object Level 2860 for FY 10-11. Additional funding is anticipated from public donation. In FY 09-10, \$49,645 was donated for the purchase of library materials. In FY 10-11, in addition to this anticipated annual support, the Rocklin Friends of the Library have pledged \$50,000 for an opening day collection for the new Rocklin Library. Funds for the BPOs' final three months will be included in the FY 11-12 department budget.